

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 16 February 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report #7 - 9 thru 15 February 1955

a. SIGNIFICANT ITEMS - Noneb. OTHER ACTIVITIES

1. Political Action Collection in OTR Library - This collection of sterile books in several languages initially procured for [] has been divided with its volumes distributed to the OTR Library, [] the Language Laboratory and the CIA Library.

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2. Status of Training Aids Projects -

- X** (a) Intelligence Products Exhibit - New panels for OCI, OO, OSI and ORR are under construction.
- (b) Operations Support - Twenty-nine magnetic board symbols and three charts being made.
- (c) Basic Supervision - One wall chart designed.
- (d) Intelligence Principles and Methods - One chart and four-part slide film series under production.
- (e) World Communism - Fifteen charts being made.
- (f) [] - Nine of nineteen charts completed.
- (g) CE - Five charts being made.
- (h) [] - Two of five Vu-graph slides completed.
- (i) Language Courses - Japanese text being prepared for printer; three training charts being made.
- X** (j) TSS - Four charts and two illustrations being made.
- X** (k) Office of Personnel - Two blackboard training aids being made and twenty-three frame film strips under production.
- X** (l) Communications - Two training charts completed.

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3. Attendance at Foreign Film Showings -

<u>Date</u>	<u>Language</u>	<u>Number Attending</u>
2/9/55	German	<div style="border: 1px solid black; width: 40px; height: 40px;"></div>
2/10/55	Spanish	
2/15/55	Italian	

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4. Films for

- (a) Nine retention films due
- (b) Ten loan films due
- (c) Six loan films sent.

5. visited the CIG School at 10 and 11 February, on a mission for Training Division/TSS.

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6. Artist, reported for duty in the Visual Aids Section on 15 February.7. Catalog of Courses: All texts of the Field issue have been proofed and returned to Printing and Reproduction. The long-term schedule was re-checked with the Registrar/OTR, corrections made, and delivered to Printing and Reproduction.8. TR RM O-1: delivery of 500 copies is expected Friday, 18 February.9. A Guide to Current Communist Jargon: request completed; 100 copies forwarded to instructor/WCC.10. Telephone Directory/OTR: processed and forwarded to Admin. Office/TR for distribution.11. Course: Support for the course, under began this week. So far, six hours of tape have been recorded. This involved twenty to twenty-five man-hours of labor on the part of the technician.

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